



# The 40th Annual 2016 City of Fairfax Fall Festival

Saturday, October 8 (Rain Date Oct. 9)  
10am-5pm  
Historic Old Town Fairfax, VA



## Food Vendor Application

**MAJOR FOOD, FOOD TRUCK & MINOR FOOD** (Two Food Courts Available): Size of each space is 10 X 12 for tent food vendors and 18 X 20 for food trucks. Each accepted vendor will be located in one of two food lots: Sager Avenue or University Drive. Vendors or organizations interested in selling any food or drink item at the Festival must submit a proposal. **No electricity is available.** Note: Sound Insulated generators will be required if needed by vendor. An industrial series model, in which the engine is housed, such as the Honda EB2500, is an example. If your generator is too loud or does not meet Code Administration safety requirements, it will be disconnected.

### Description of Concession Categories:

- 1) Major Food Vendor or Food Truck – i.e., includes items an individual would purchase for lunch
- 2) Minor Food Vendor – Snacks and Desserts –i.e., ice cream, cotton candy, kettle corn, funnel cakes, fruit drinks, etc.

**Guidelines to participate:** Each vendor/organization interested in selling any food, beverages, snacks or dessert must submit proposal. Applicant must adhere to licensing and guidelines from City of Fairfax Commissioner of Revenue, Fairfax County Health Department and City of Fairfax Code Enforcement.

Please submit the criteria information requested below, four photos of your trailer or tent, and two references if you have not been a vendor at the Fall Festival before. **Deadline for submitting proposal is March 17, 2016.** Please do not send money with the application. You will be informed of your status in May. The festival committee will select a variety of items and will limit vendors selling the same items. Payment will be required after notification of acceptance and prior to event. Approved City of Fairfax Service Organizations are exempt from paying a fee.

### Pricing Guidelines:

- 1) Major Food or Food Truck-\$300 per space    2) Minor Food-\$160 per space

### PROPOSAL

1. Number of Spaces Requested \_\_\_\_\_ Size of Trailer/Truck/Stand \_\_\_\_\_
2. Please list the proposed dollar amount agreed to pay the City of Fairfax for your participation at the event:  
Fall Festival Vendor: \$ \_\_\_\_\_
3. Please list the type of food, drink, snack, dessert and/or novelty item and information to be sold or distributed and price of each item – **MENU LISTING MUST BE PROVIDED!**
4. Will you be willing to take the Staff Coupons at the event? Yes \_\_\_\_\_ No \_\_\_\_\_ (The City will reimburse you for coupons)
5. **For returning vendors:** I would like to request my 2015 space: Yes \_\_\_\_\_ No \_\_\_\_\_

### VENDOR INFORMATION (All fields are required)

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**WAIVER:** The vendor shall at all times save, relieve, indemnify, protect and keep harmless the City of Fairfax, all of its officers, agents and employees from any and all claims and liability, from all damages, cost or expenses in law or equity (including costs of suits and expenses for legal services) that may at any time arise or be set up because of damage to property or death or injury to persons received or suffered by reason of the operations of lessee hereunder, or which may be occasioned by any act or omission to act which amounts to negligence on the part of said vendor or its agents or employees which results in a dangerous or defective condition of the property.

**SIGNATURE:** \_\_\_\_\_

**Application Deadline:  
March 17<sup>th</sup>, 2016**

**Please return to:** City of Fairfax Parks & Recreation Attn: Special Events  
10455 Armstrong Street, Fairfax, VA 22030  
Fax#: 703.246.6321 or  
Email: Katherine.MacCammon@fairfaxva.gov

**QUESTIONS:** Contact Katherine  
MacCammon at 703.385.1710 or via e-mail:  
Katherine.MacCammon@fairfaxva.gov